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RESEARCH UNIVERSITY

Online Research Proposal for Research University Grant Application (RADIS 3)

USER MANUAL

Research Management Centre

Online Research Proposal for
Research University Grant Application
Prepared Date: 20 January 2011 / Versi 1.0

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Suggestions and Support

Your suggestions for Online Research Proposal (ORP) for Research University Grant Application are welcomed. Please email your comments to radis@utm.com. Technical support for ORP is also available from this email address or by joining our support email list. You can find details on joining our support list on our web site at http://rmc.utm.my/download/

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1. General

Online Research Proposal (ORP) for Research University Grant Application is a management application written in JAVA that can be used as a basis for research proposal application. Through this system, researchers can apply the Research University Grant (GUP – Grant Universiti Penyelidikan) schemes using ORP. ORP is a complete web-based management system developed by the Research Management Center (RMC) in collaboration with the Center of Information Communications and Technology (CICT), Universiti Teknologi Malaysia.

This user manual is provided as a guide to researcher in using ORP system. The main goal is to ensure that all data entry requirements as required to ensure the system operates smoothly and consistently.

2. Minimum Requirements

Development environment is used with the following configuration:

Table 2.1: Minimum Requirements

Type of Requirements	Application
Operating System	1. All types of Windows operating system
Web Browsers	1. Mozilla Firefox 2.0 or higher 2. The best resolution of 1024x768

3. Condition of Use

3.1 User Login

UTM Portal Management System [161.139.18.154] - Mozilla Firefox
https://hrfin.utm.my/smuhr/
1
UTM Portal Management System
UTM-Portal
Inspiring Creative and Innovative Minds
Userid : null [English]
Jawatan Kosong
Pekeliling
eTelefon
Sistem Sumber Manusia
Sistem Kewangan
Sistem RADIS
Sistem RADIS Ver 3
2
Kembali Ke Muka Utama
Informasi
Hit Counter : 367534
Since 15 June 2010
Selamat Datang Ke Sistem Maklumat Universiti (HRFin)
PEMAKLUMAN PENGGUNA SMUHRF
1. KEMASKINI MAKLUMAT KLINIK PANEL STAF
Dimaklumkan semua staf diminta untuk menyemak maklumat klinik panel dan tangunggan masing-masing dalam sistem HRFin (https://hrfin.utm.my) bagi tujuan kemudahan perubatan. Penyemakan dan pengemaskinian maklumat tersebut perlu bagi mengelakkan kesulitan ketika mendapat kemudahan rawatan perubatan di klinik panel. Sebarang perubahan maklumat bolehlah dirujuk pada Pengurusan Sumber Manusia (PSM) di Fakulti/Jabatan masing-masing sebelum atau pada 15 Februari 2011.
Harap maklum.
Sumber : Pejabat Pendaftar (BPPO) - 18/01/2011
2. PERMOHONAN PEPERIKSAAN PERKHIDMATAN BIL 1/2011
Dimaklumkan bahawa Permohonan Peperiksaan Perkhidmatan Staf Bil 1/2011 dibuka mulai 10/1/2011 sehingga 31/1/2011. Permohonan boleh dibuat dengan melayari laman web https://hrfin.utm.my. Sekiranya ada pertanyaan lanjut sila hubungi pejabat ini di talian 30423 (Puan Sarimah) 31158 (Puan Rashidah).
January, 2011

Figure 1: Website URL Screen

1. Applicant enter URL in the browser which is https://hrfin.utm.my
2. Click at Sistem RADIS submenu and go to hyperlink of Sistem RADIS Ver 3.

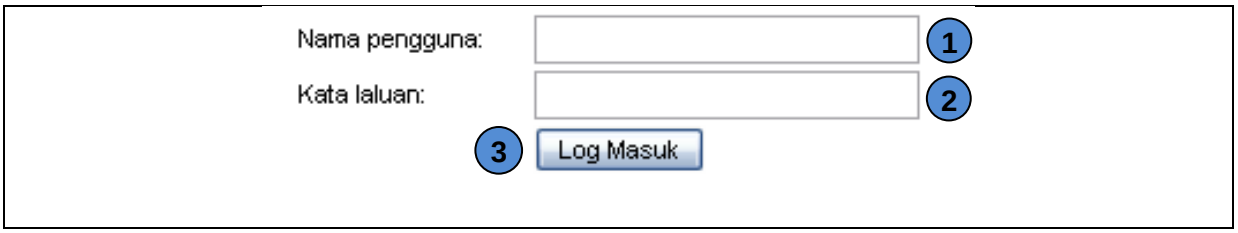

Figure 2: User Login Screen

1. Applicant key in ACID username
2. Applicant key in appropriate password
3. Click Log Masuk button.

Research And Development Information System ver 3.0
RADIS
Inspiring Creative and Innovative Minds
Userid : aisyah [Logout]
Proposal Application
1
Research University Grants
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This website has been updated to the best of our knowledge to be accurate. However, Universiti Teknologi Malaysia shall not be liable for any loss or damage caused by the usage of any information obtained from this web site

Figure 3: Submenu Secreen

1. Click submenu of Proposal Application then go to Research University Grants link.

3.2 Searching Information

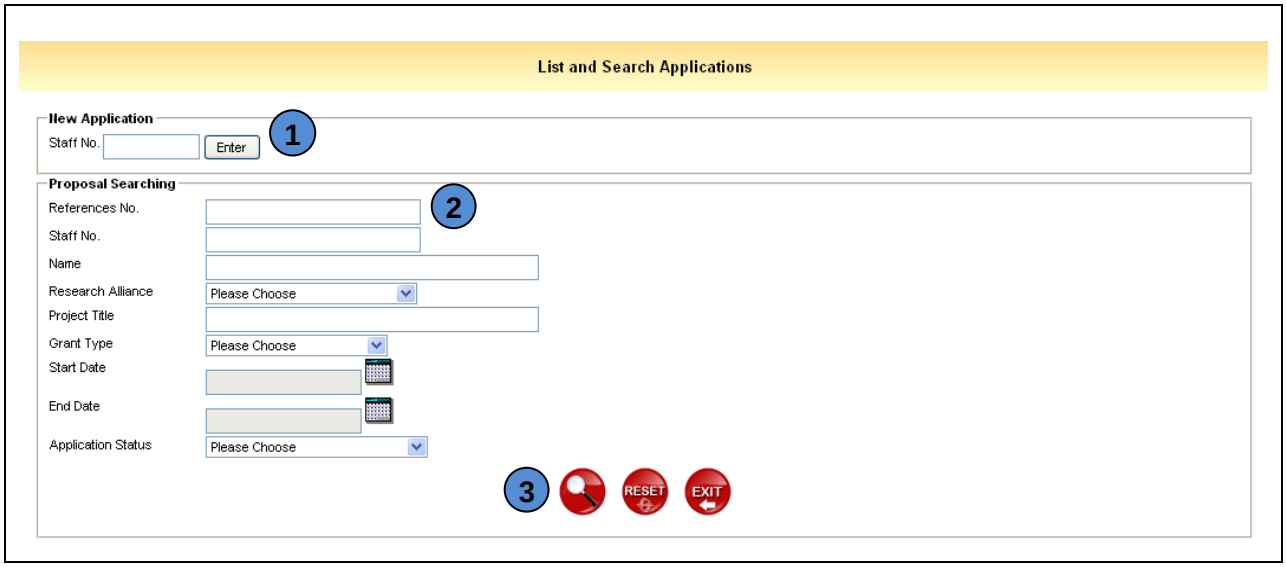
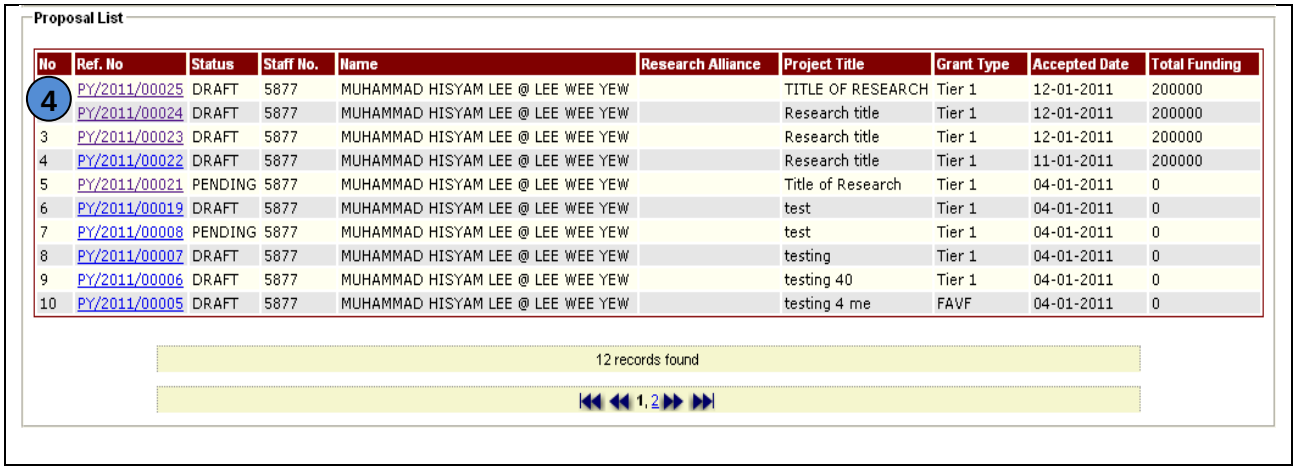


Figure 4: Field for Searching

1. Applicant key in their Staff No to apply new grant and click Enter.
2. The applicant can search for their previous applications by various searching methods. View and editing are allows if the application has not been submitted.
3. After clicking the Search button (red round icon with magnifying glass), all applicant proposals will be listed.



No	Ref. No	Status	Staff No.	Name	Research Alliance	Project Title	Grant Type	Accepted Date	Total Funding
1	PY/2011/00025	DRAFT	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		TITLE OF RESEARCH	Tier 1	12-01-2011	200000
2	PY/2011/00024	DRAFT	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		Research title	Tier 1	12-01-2011	200000
3	PY/2011/00023	DRAFT	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		Research title	Tier 1	12-01-2011	200000
4	PY/2011/00022	DRAFT	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		Research title	Tier 1	11-01-2011	200000
5	PY/2011/00021	PENDING	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		Title of Research	Tier 1	04-01-2011	0
6	PY/2011/00019	DRAFT	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		test	Tier 1	04-01-2011	0
7	PY/2011/00008	PENDING	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		test	Tier 1	04-01-2011	0
8	PY/2011/00007	DRAFT	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		testing	Tier 1	04-01-2011	0
9	PY/2011/00006	DRAFT	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		testing 40	Tier 1	04-01-2011	0
10	PY/2011/00005	DRAFT	5877	MUHAMMAD HISYAM LEE @ LEE WEE YEW		testing 4 me	FAVF	04-01-2011	0

Figure 5: Proposal List

Proposal list will be displayed as Figure 5.

4. If the hyperlink under Ref. No column is click, and then all related information will be displayed.

3.3 Basic Information

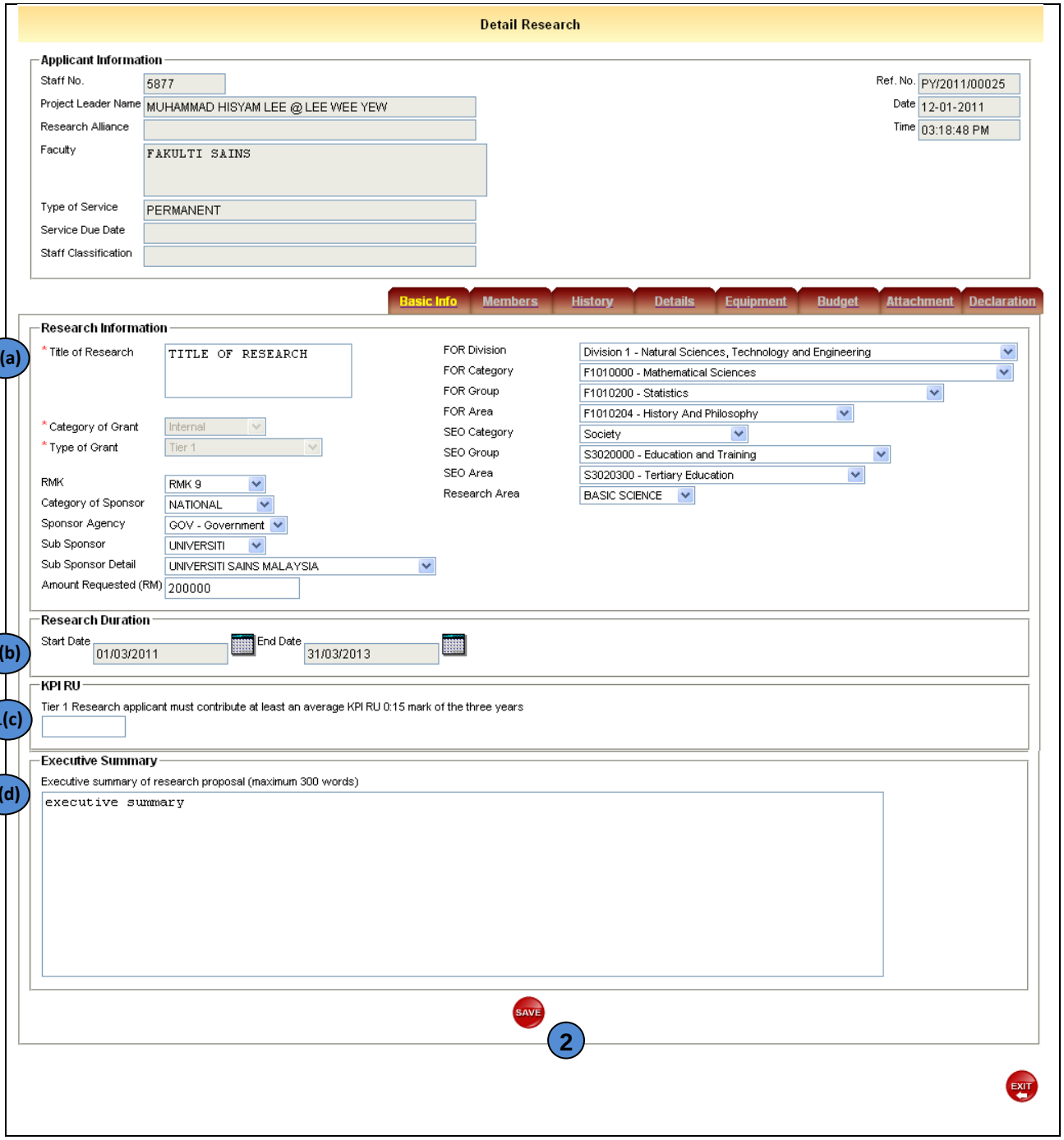


Figure 6: Basic Info Screen

1) There are four (4) subsections under Basic Info tab that need to be filling-up by applicant.
    a) Research Information
    b) Research Duration
    c) KPI RU
    d) Executive Summary
2) Click button SAVE to store the data.

3.4 Team Members

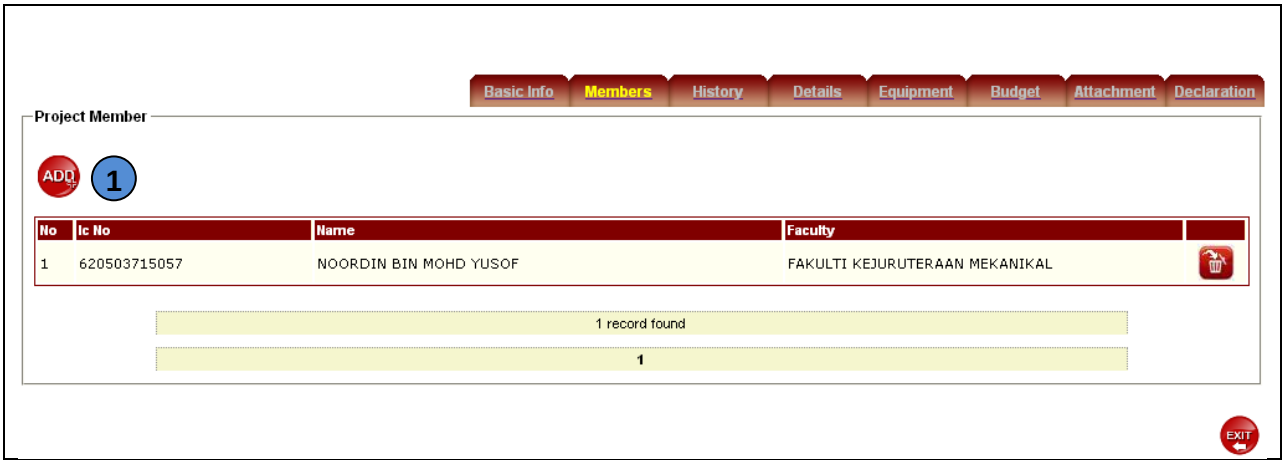


Figure 7: Members Screen

1 Click ADD button to insert new Project Members.

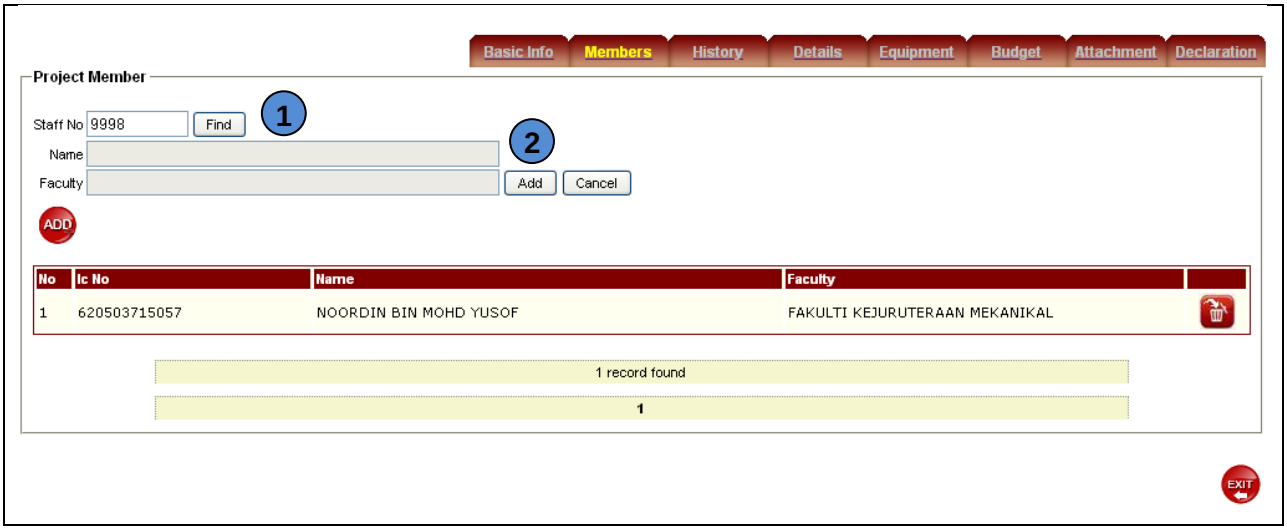


Figure 8: Add New Project Member Screen

1 Key in Staff No and the click the Find button to find a team member. If the Name and Faculty displayed a correct member, than Add button can be click to include in the team members list. The team members information should displayed in the below table.

2 Click Add button and the data will be appeared at the table.

3.5 History Information

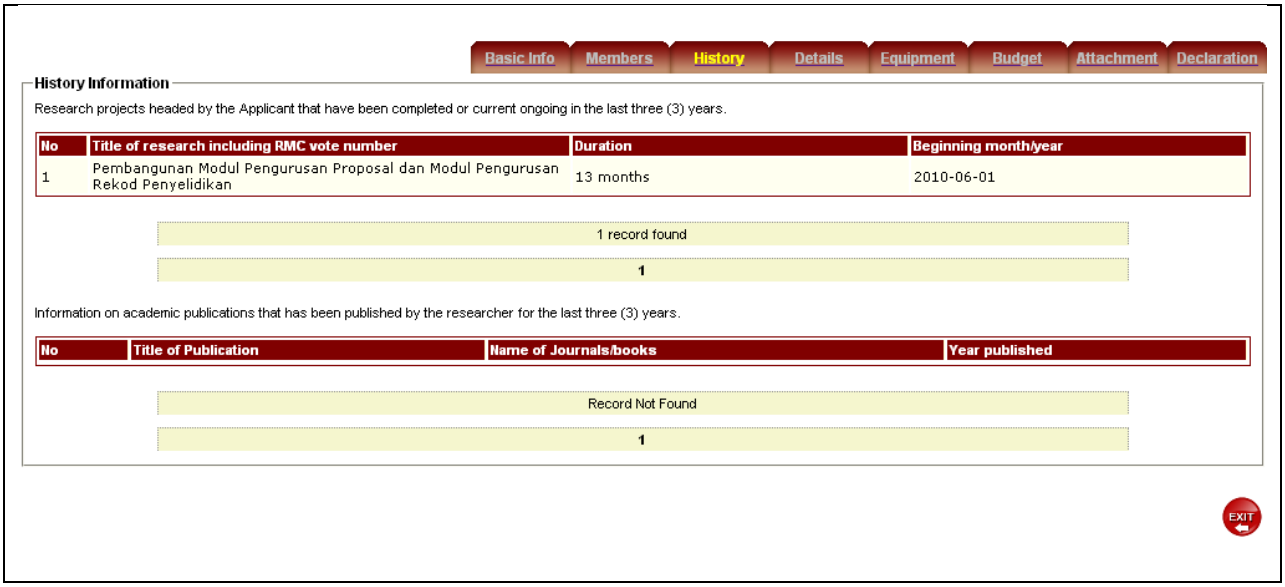


Figure 9: History Screen

1) In History Information section, Research projects headed by the applicant will be displayed.

3.6 Research Details

1) There are four (4) subsections under Research Details tab that need to be filling-up by applicant.

a Backgrounds

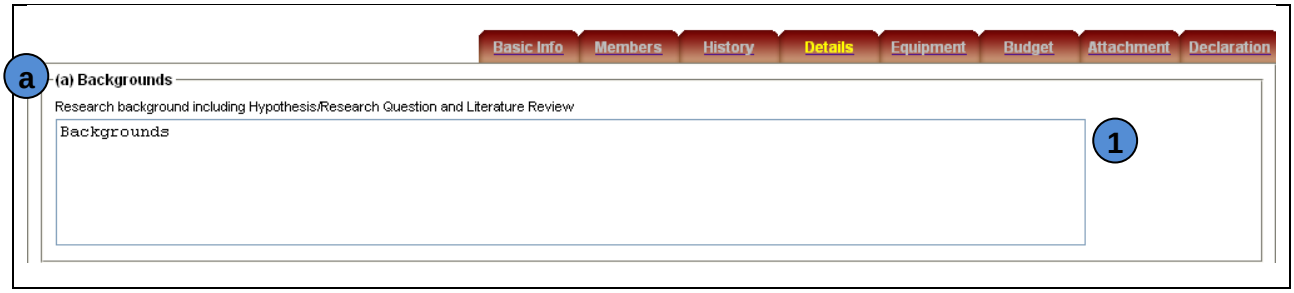


Figure 10: Details – Backgrounds Screen

1 Fill-up research background inside the boxes.

b) Objective

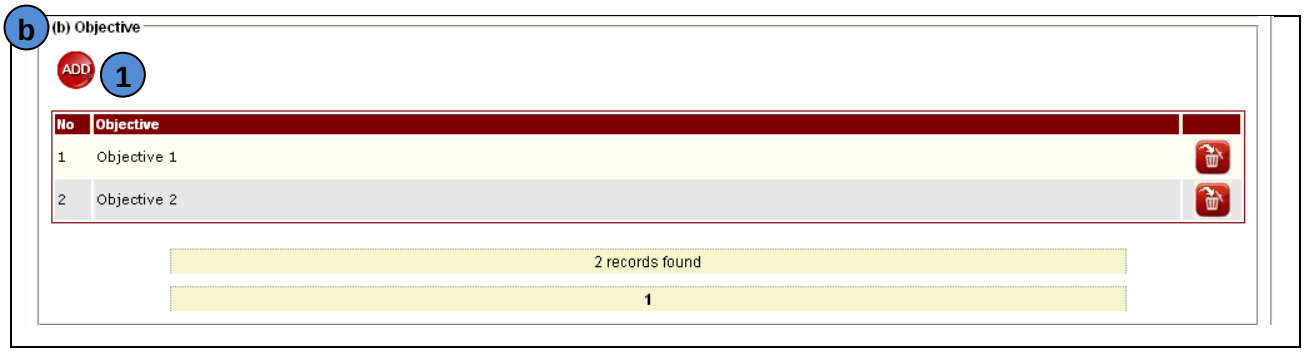


Figure 11: Details – Objective Screen

1 Click ADD button to key in each research objective separately.

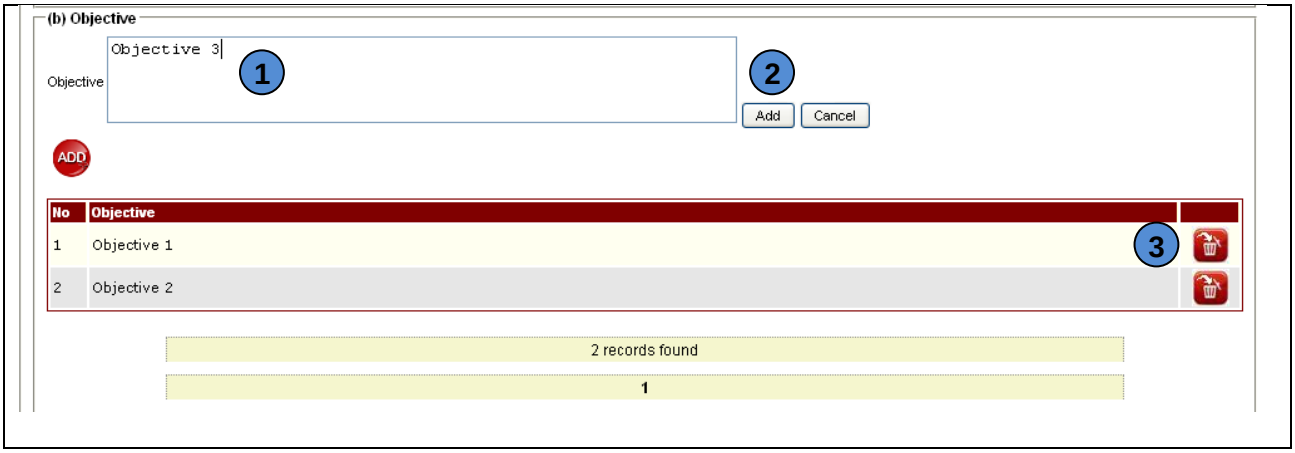


Figure 12: Details – Insert New Objective Screen

1 Insert all objective that related with the project in the field that provided.

2 Click Add button and the data will be appeared at the table.

3 Click icon to delete the information in the table.

c) Methodology

c
(c) Methodology
1. Description of Methodology
Description of Methodology
1
2. Flow Chart of Research Activities (Please enclose in the Attachment)
3. Gantt Chart for Research Project (Please insert details of project activities) View Gantt Chart
4. Milestone and Dates (Please enclose details in the attachment)

Figure 13: Details – Methodology Screen

1 Fill-up the description of methodology inside the boxes.

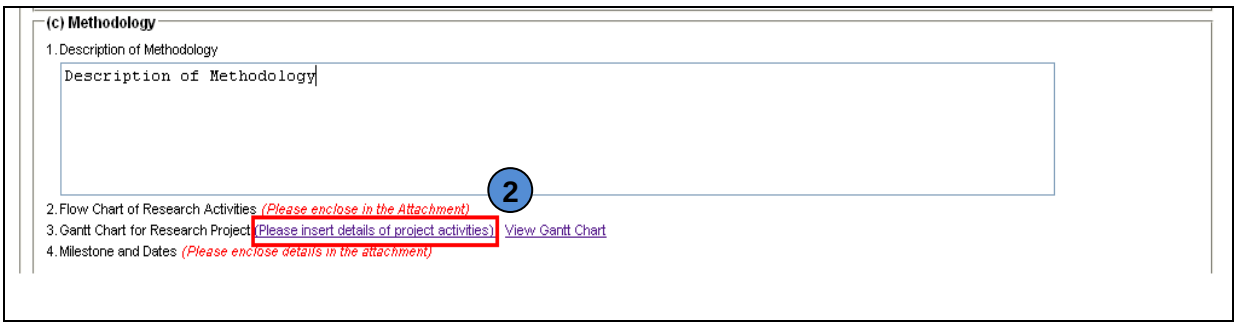

(c) Methodology
1. Description of Methodology
Description of Methodology
2
2. Flow Chart of Research Activities (Please enclose in the Attachment)
3. Gantt Chart for Research Project (Please insert details of project activities) View Gantt Chart
4. Milestone and Dates (Please enclose details in the attachment)

Figure 14: Insert Milestone

2 Click (Please insert details of project activities) hyperlink to create new milestone.

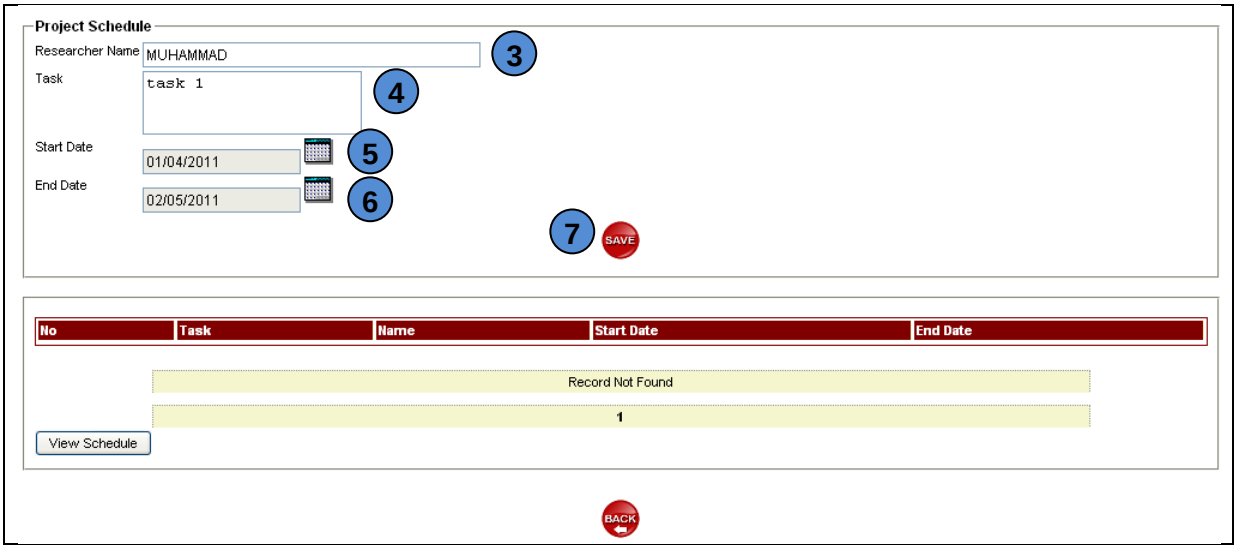


Figure 15: Identify the Task Screen

3. Fill up Researcher Name if required. This is optional item.
4. Fill up specific Task
5. Select Start Date of the task
6. Select End Date of related task.
7. Click SAVE button to store the data

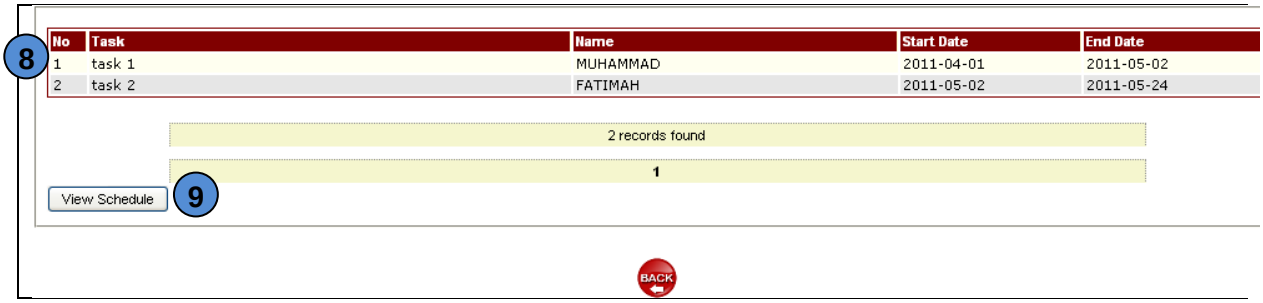


Figure 16: List of the Task Screen

8. The entire task will be appeared in the listing
9. Click View Schedule to view the complete schedule that created.

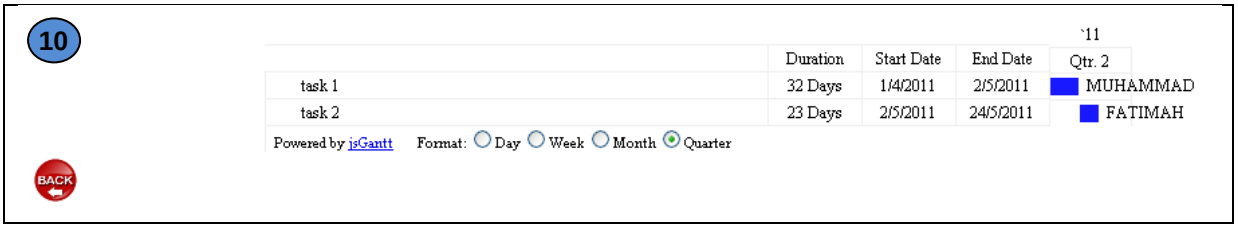


Figure 17: Schedule View Screen

10. Output of the schedule listed.

Step to Print Schedule

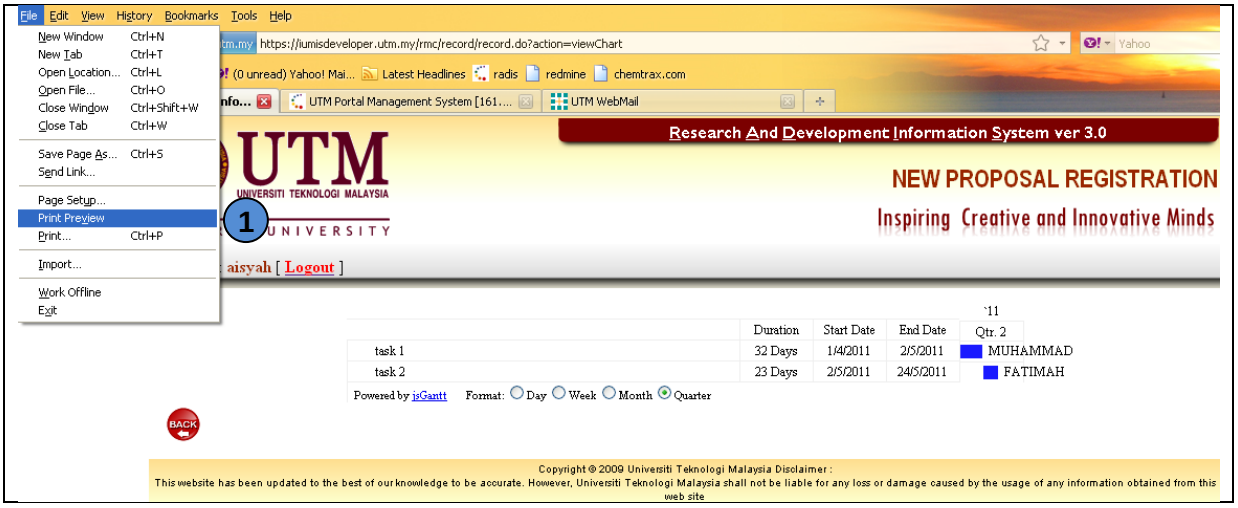


Figure 18: Select Print Preview Screen

1 Select File -> Print Preview

Research And Development Information System (RADIS ver 3.0) - Mozilla Firefox
Print
2
Page Setup...
Page: 1 of 1
Scale: Shrink To Fit
Portrait
Landscape
Close
Research And Development Information System (RADIS ver 3.0)
https://iumisdeveloper.utm.my/rmc/record/record.do?action=viewChart
Research And Development Information System ver 3.0
NEW PROPOSAL REGISTRATION
Inspiring Creative and Innovative Minds
Userid : aisyah [Logout]
Duration Start Date End Date Qtr. 2
task 1 32 Days 1/4/2011 2/5/2011 MUHAMMAD
task 2 23 Days 2/5/2011 24/5/2011 FATIMAH

Figure 19: Select Page Setup Screen

As you can see that the schedule bars do not appear in blue color.

2 Select Page Setup tab then Page Setup window will be appeared.

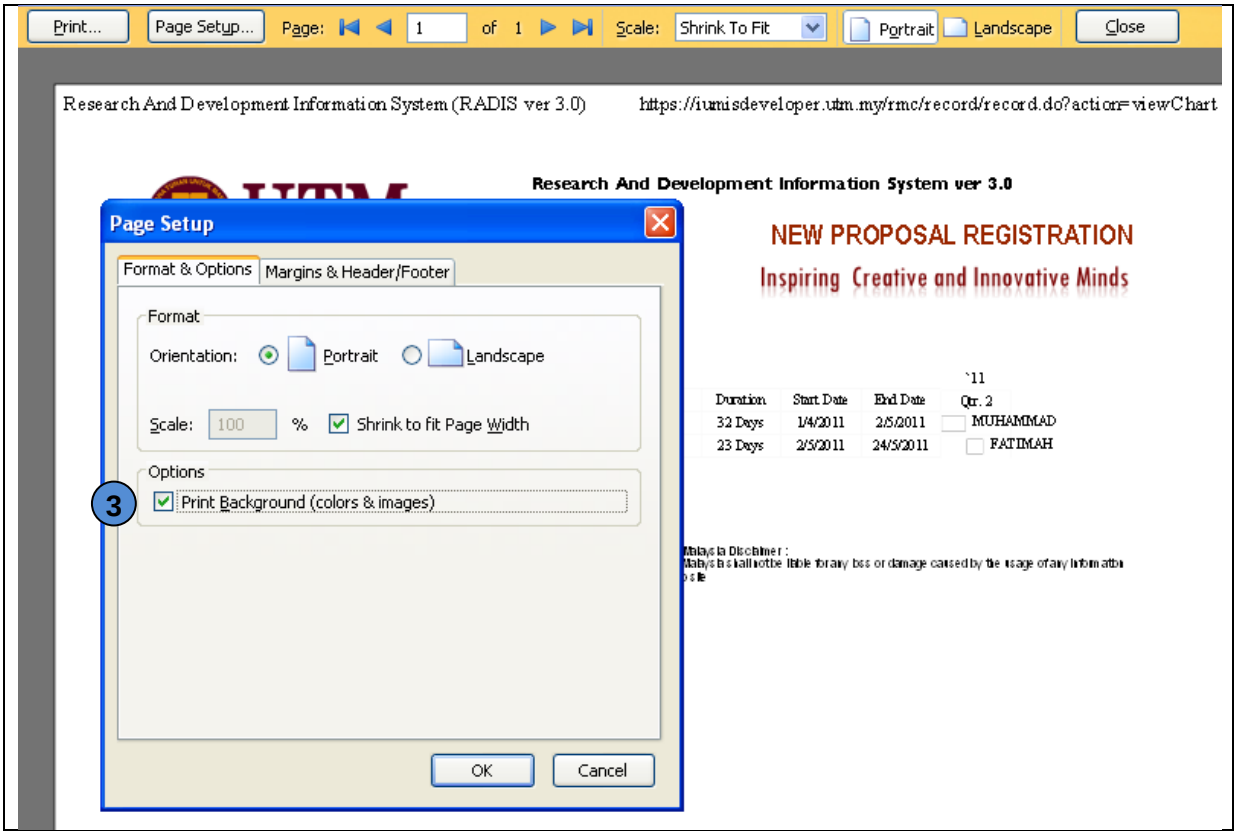


Figure 20: Page Setup Box Screen

3 Tick Print Background (colors & images) in Options box.

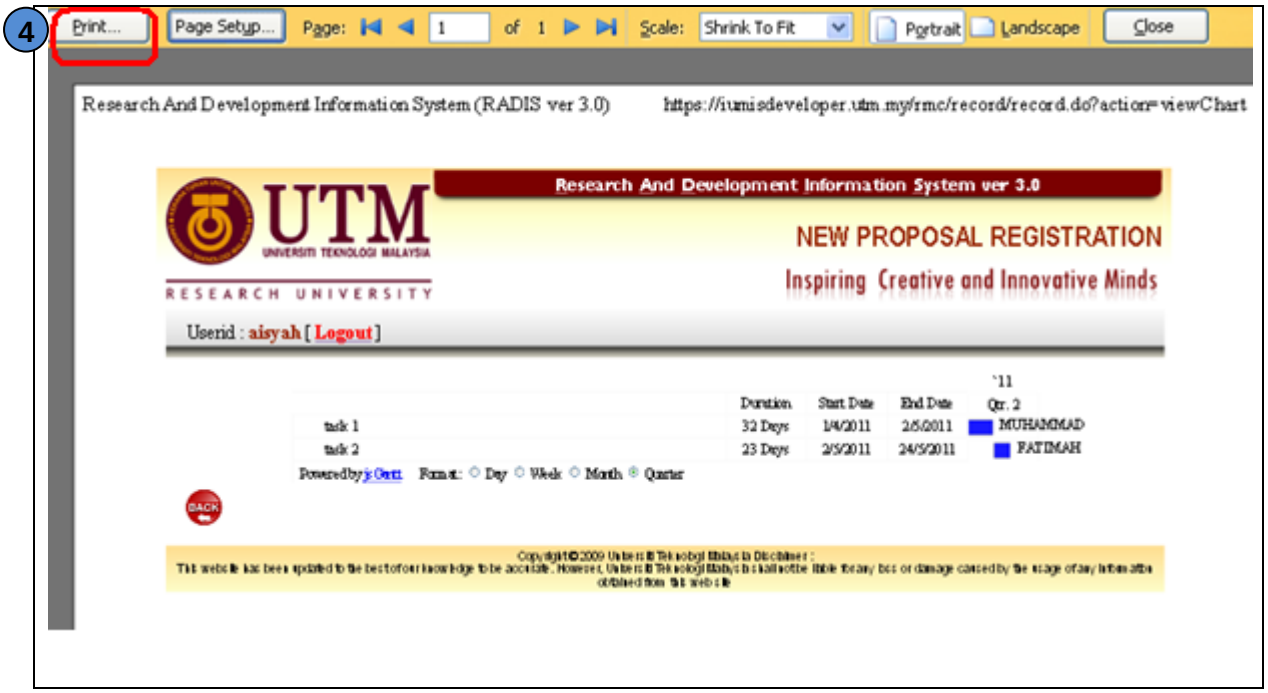


Figure 21: Select Print Tab Screen

4 Click Print button to print the schedule.

d Expected Results/Benefit

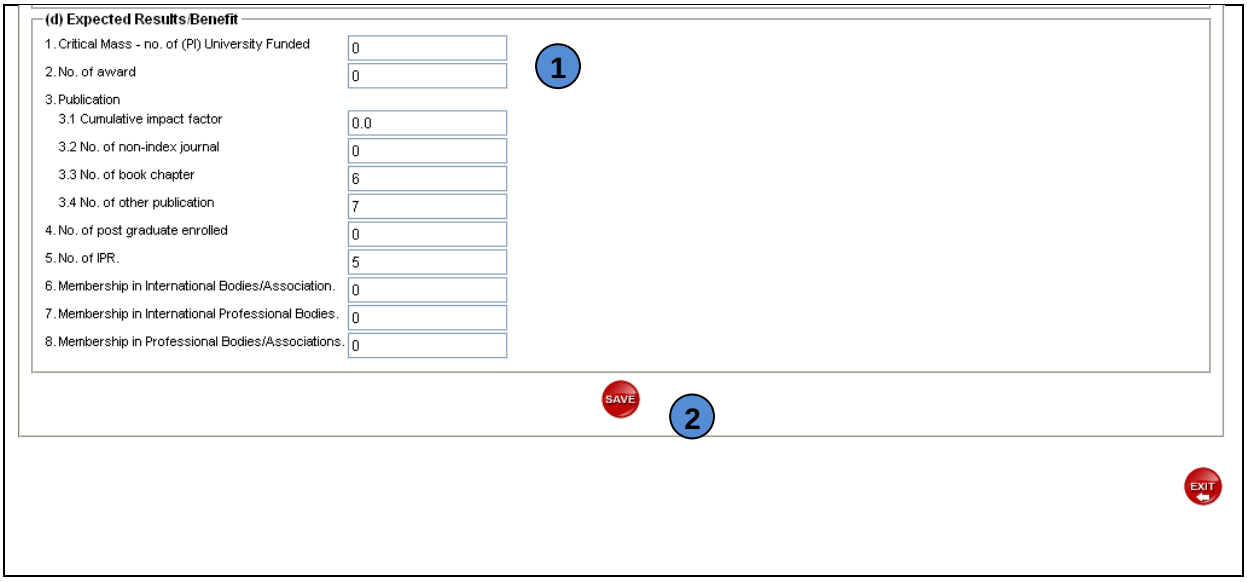

(d) Expected Results/Benefit
1. Critical Mass - no. of (PI) University Funded 0
2. No. of award 0
3. Publication
3.1 Cumulative impact factor 0.0
3.2 No. of non-index journal 0
3.3 No. of book chapter 6
3.4 No. of other publication 7
4. No. of post graduate enrolled 0
5. No. of IPR. 5
6. Membership in International Bodies/Association. 0
7. Membership in International Professional Bodies. 0
8. Membership in Professional Bodies/Associations. 0
1
SAVE
2
EXIT

Figure 22: Details – Expected Results Benefit Screen

1 Key in Expected Results/Benefits in terms of number in the respective boxes.

2 Click SAVE button to store all data in this section.

3.7 Equipment and Material

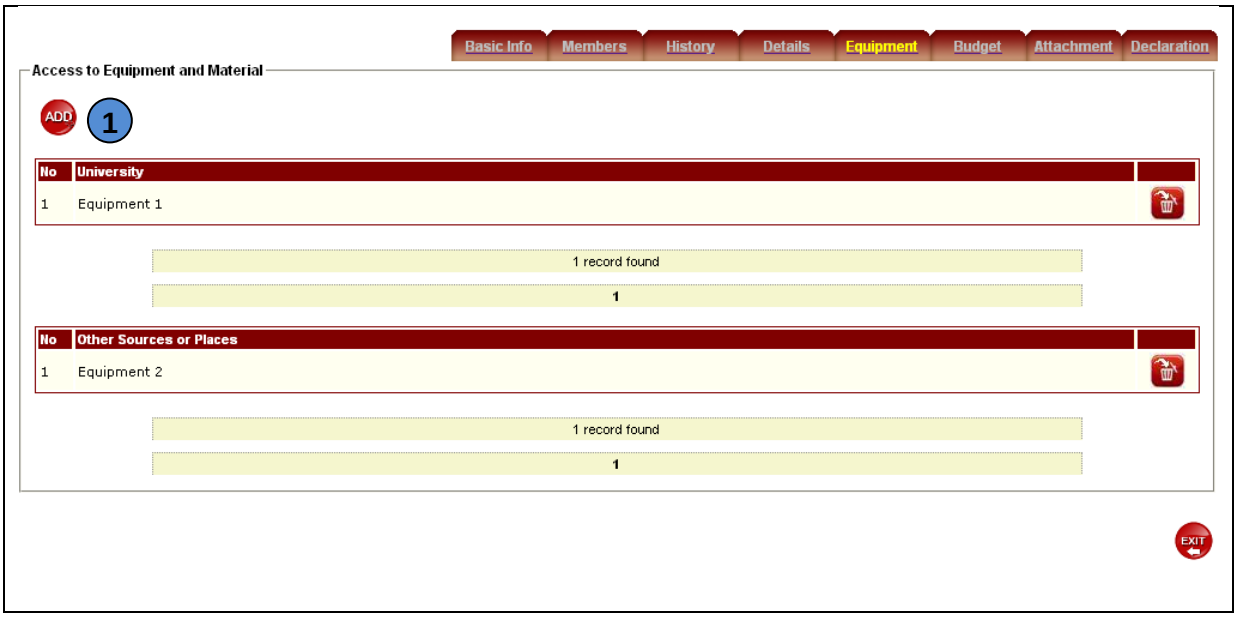


Figure 23: Equipment Screen

1 Click ADD button to add new equipment and material in two difference categories, i.e., university and other sources.

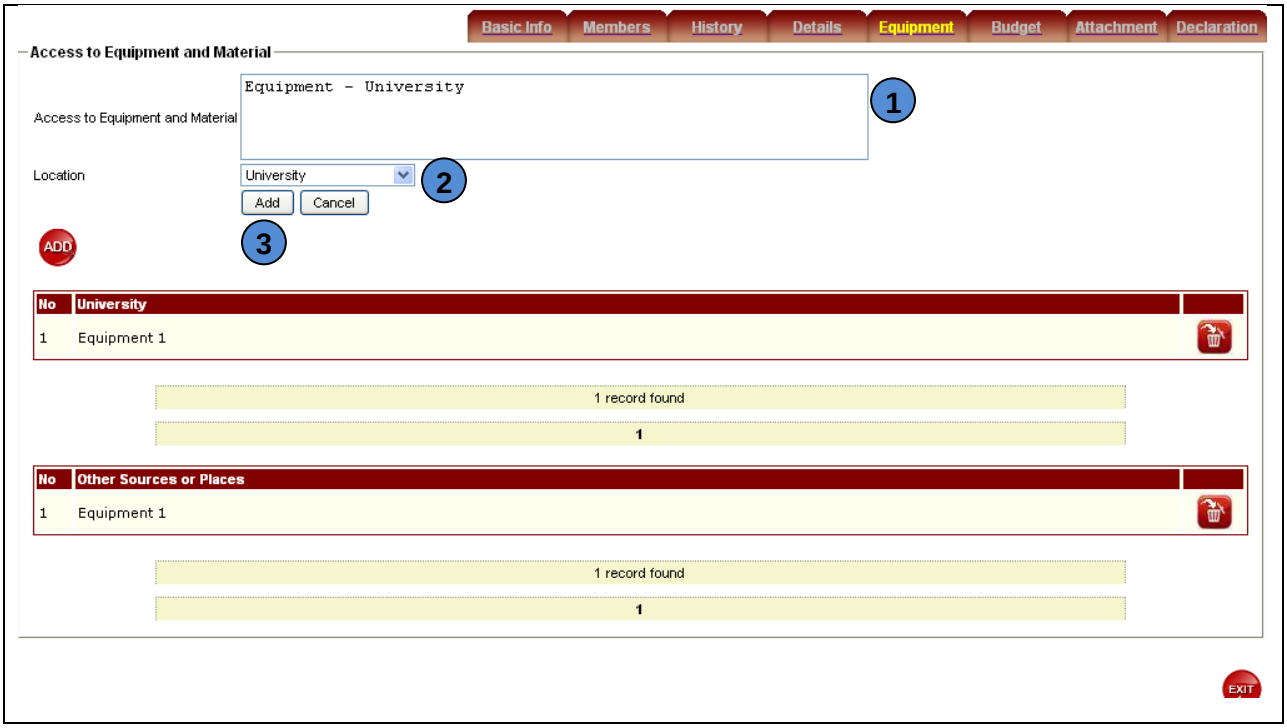


Figure 24: Insert New Equipment Screen

1. Insert description of equipment and material inside the boxes.
2. Choose the location of the equipment or material, i.e., university or other sources/places.
3. Click Add button and data will be appeared at the related table.

3.8 Budget

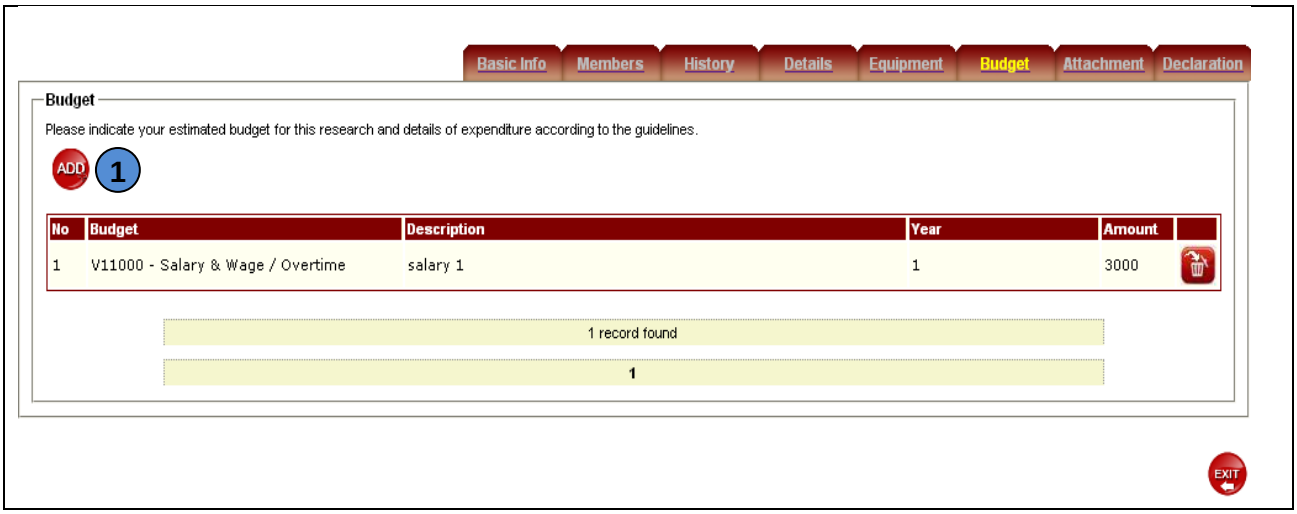


Figure 25: Budget Screen

1. Click ADD button to insert various V-Series budgets.

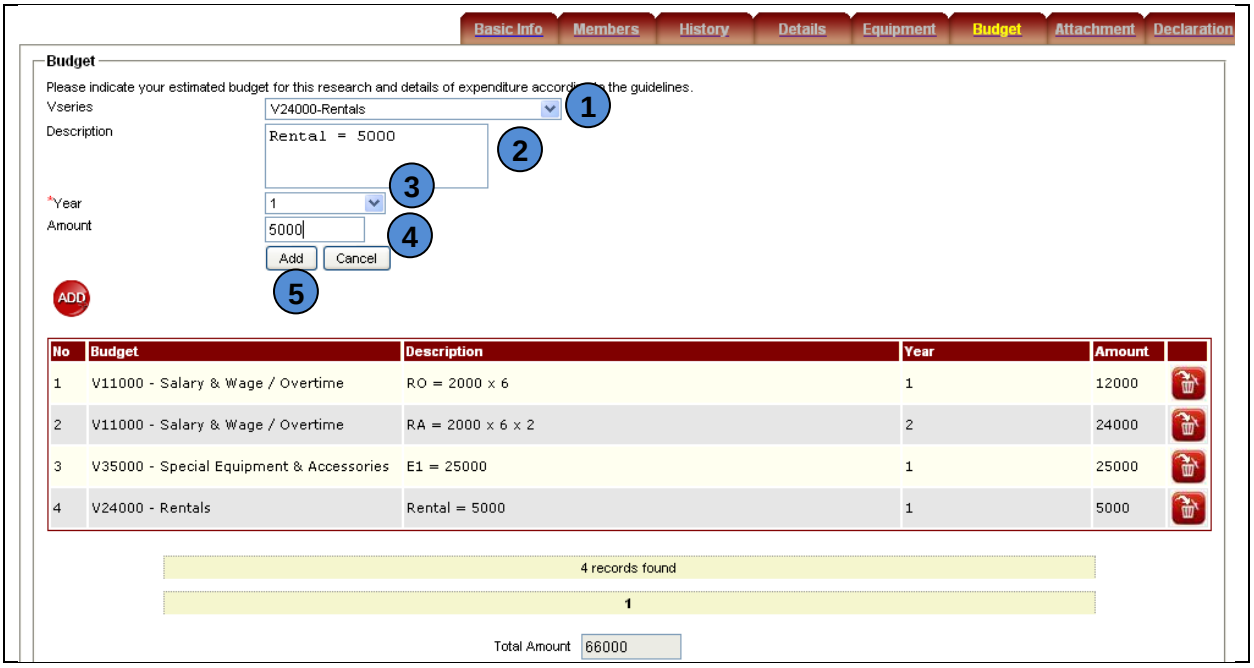


Figure 26: Insert V-Series Screen

1. Select appropriate V-Series.
2. If necessary, insert Description according the V-Series that chooses.
3. Select for year 1 or year 2
4. Key in the amount requested for the particular V-Series and year.
5. Click Add button and all related data will be appeared in the below table.

3.9 Attachment

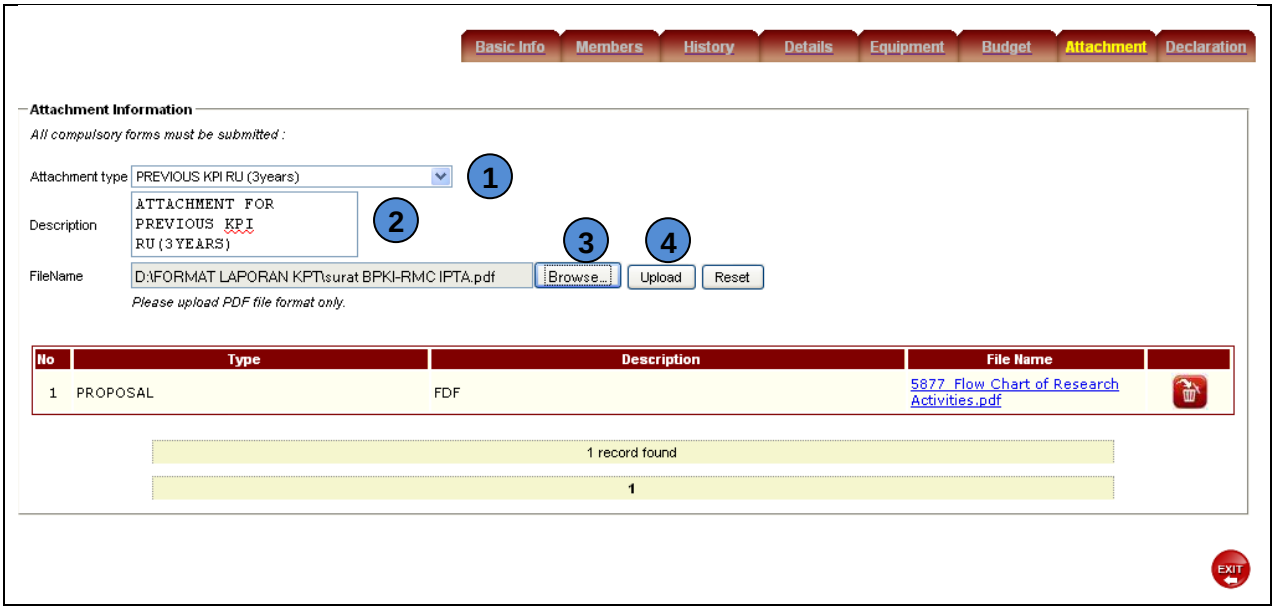


Figure 27: Attachment Screen

1. Select Attachment Type.

2. Key in description that give some explanation to the attached file

3. Click Browse... button to upload a file. The file MUST be in PDF format. It's recommended to write the file name by starting with staff no, underscore, and other attachment details. Example is 5877_FlowChart.PDF.

4. Click Upload button and related data will be displayed in the below table.

3.10 Declaration

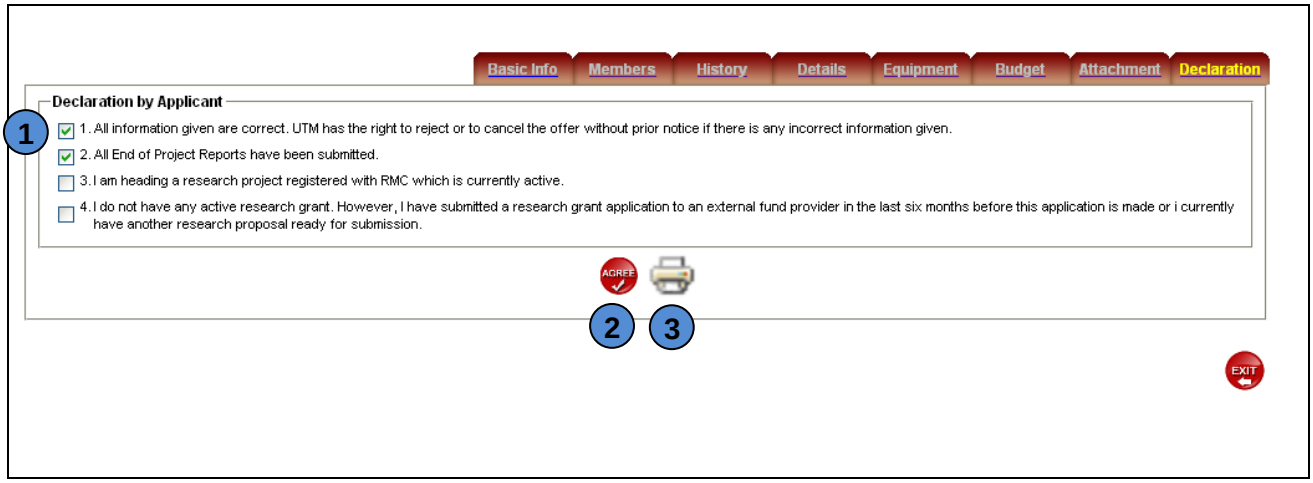

Basic Info
Members
History
Details
Equipment
Budget
Attachment
Declaration
Declaration by Applicant
1
1. All information given are correct. UTM has the right to reject or to cancel the offer without prior notice if there is any incorrect information given.
2. All End of Project Reports have been submitted.
3. I am heading a research project registered with RMC which is currently active.
4. I do not have any active research grant. However, I have submitted a research grant application to an external fund provider in the last six months before this application is made or i currently have another research proposal ready for submission.
AGREE
2
3
EXIT

Figure 28: Declaration Screen

1 Tick the suitable declaration as an agreement that the inserted information is accurate and correct.

2 If AGREE button is click then applicant save the declaration and editing is possible in later stage. It's recommended to click this button when they intended submit their application to respective research alliances for evaluation purposes.

3 Click icon to print the application. Please submit a printout copy as requested by research alliances.